

INTERAGENCY HELICOPTER OPERATIONS GUIDE
APPENDIX H - Helibase Manager's Reminders List

APPENDIX H. HELIBASE MANAGER'S REMINDERS LIST.

- I. Purpose. The purpose of the Helibase Manager's Reminders List is to provide the Helibase Manager with a comprehensive list of items, procedures and systems pertaining to helibase and helispot management and operations. If items on the Reminders List are adequately covered, then the Daily Helicopter Operations Briefing/Debriefing Checklist should show few, if any discrepancies.
- II. Applicability. Use of the Helibase Manager's Reminders List is optional, but its use is highly recommended on all multiple aircraft helibases prior to or immediately after the commencement of air operations. Review of the list at appropriate times during the course of an incident or project is also recommended.
- III. Responsibility and Instructions for Completion. The Helibase Manager should review the Helibase Manager's Reminders List upon arrival at multiple-aircraft operations and should review all or parts of the list on a daily basis thereafter.
 - The list has been reduced in size to allow it to be copied, cut out, hole-punched, and inserted into the Fireline Handbook.
 - One-time "start-up" items such as helibase location considerations should be re-evaluated at appropriate times.
 - The items on the list themselves are self-explanatory. If uncertain, further guidance can be found in the appropriate chapter of this guide.
- IV. Posting. None. However, the Helibase Manager may post a copy on the helibase display board.
- V. Routing and Filing. None.
- VI. Related Forms. All of the Helibase Management (HBM) forms and several of the Helicopter Management (HCM) forms are discussed. Appendix F, Daily Helicopter Operations Briefing/Debriefing Checklist, covers some but not all of the items contained in the Reminders List.

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I. HELIBASE SITE SELECTION AND LAYOUT.

A. Land ownership:

- ☐ If private, procurement unit has been notified;
- ☐ If public, site does not conflict with land use policy (contact local Resource Advisor).
- ☐ Several alternatives to the helibase site have been examined, with all the site selection factors in B. and C. below considered.

B. Relationship to Base Camp:

- ☐ Easy access for personnel and cargo movement;
- ☐ Flight routes away from Base Camp/populated/congested areas (consider effects of noise and dust on Base Camp; provide for changes in prevailing wind direction);
- ☐ Communications (radio, phone, etc.) can be established;
- ☐ Road access for support personnel (fuel trucks, etc.);
- ☐ If site is unavoidably distant from Base, consider establishing a helispot near the base for recon flights.

C. Location relative to incident or project site:

- ☐ Turnaround times economical; flight exposure of passengers/crews reduced to acceptable level;
- ☐ Fire spread will not affect operations (smoke, potential overrun of helibase, etc.).
- ☐ Weather factors (for example, inversion potential, fog, winds, etc.) have been considered, including discussion with and input from pilots.

D. Site:

- ☐ Adequate for current and projected number and types of helicopters:
- ☐ Landing pads and safety circles can be established with adequate separation for types of helicopters being used;
- ☐ Separate fueling pad can be established; pads accessible by fuel trucks; if not, consider separate fueling site.
- ☐ Safe hover lanes and approach-departure paths can be established, given current/expected number of helicopters;
- ☐ Separation of cargo and personnel pad(s);
- ☐ If applicable, separation (300' minimum) can be provided for aerial ignition operations;

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D. Site: (CONT.)

- ☐ Type 1 helicopter pad(s) can be established (if applicable); Type 1 hot refueling separate or at least 300' from edge of main helibase;
- ☐ Helibase Operations/Communications area has full view of entire helibase;
- ☐ Cargo/crew manifesting area size adequate;
- ☐ Rest and sanitation facilities can be established;
- ☐ Adequate parking for fuel trucks and support vehicles;
- ☐ Communications can be established with aircraft, incident command post, base camp and local dispatch;
- ☐ Helibase security.

E. Hazard Map

- ☐ A flight hazard map covering the entire incident area has been acquired from the local unit and has been posted on the display board. Pilots and other personnel have been instructed to provide additional information as observed.

F. Helibase Operations/Communications Area

- ☐ A Helibase Command Post has been established; location is effective to monitor all deck activities.

G. Helibase facilities/other needs are on order and/or are established (reference Appendix K, Helicopter Accessory Ordering List):

- | | |
|--|--|
| <input type="checkbox"/> Display board | <input type="checkbox"/> Sanitary |
| <input type="checkbox"/> Meals | <input type="checkbox"/> Garbage cans |
| <input type="checkbox"/> Operations area shelter | <input type="checkbox"/> Sleeping area |
| <input type="checkbox"/> Pilot motel rooms | <input type="checkbox"/> Scales |

H. FAA Portable Tower

- ☐ Need for Takeoff/Landing Coordination considered and, if needed, order placed.

I. Site Approval

- ☐ Site is approved by local Resource Advisor.

J. Environment

- ☐ Appropriate environmental constraints will be considered for helibase construction, while still maintaining safety.

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II. HELISPOT SITE SELECTION AND LAYOUT (review for each helispot established).

A. Land ownership:

- ___ If private, procurement unit has been notified;
- ___ If public, site does not conflict with land use policy (contact local Resource Advisor).

B. Location:

- ___ Location is appropriate relative to incident or project site;
- ___ Smoke/inversion, potential for fire overrunning helispot, winds, etc.) have been considered, including discussion with and input from pilots.

C. Site:

- ___ Current and projected number and types of helicopters utilizing the helispot;
- ___ Current and projected numbers of personnel who may be transported to and from the helispot.

D. Construction And Inspection:

- ___ Helispot has been built to standards; appropriate environmental considerations will be considered for helispot construction, while still maintaining safety;
- ___ Helispot has been inspected and approved by Helibase Manager or designee;
- ___ Helispot numbered and marked; accurate location off LORAN or GPS reading relayed to Situation Unit Leader;
- ___ Helicopter Managers have updated Form HCM-11, Single Helicopter Load Capability Planning Summary - Multiple Helispots And Fuel Loads [OPTIONAL]
- ___ Forms HBM-4, Load Capability Planning Summary (By Multiple Helispots) or HBM-5, Load Capability Planning Summary (By Individual Helispot) updated [OPTIONAL]
- ___ Hazards identified on Form HBM-2, Helispot Information Summary, and discussed with all pilots; [REQUIRED]
- ___ Approach and departure paths established for the helispot;
- ___ Helispot furnished with wind indicator(s);
- ___ Helispot furnished with an adequate number of extinguishers;

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III. PERSONNEL AND ORGANIZATION.

- ___ Qualifications (red cards) have been checked against Forms HCM-7, "Helicopter Crew Information Sheet" for helicopter crews;
- ___ All Helibase positions have been assigned to and are filled by qualified personnel;
- ___ Trainee positions have been identified and assigned (consult Forms HCM-7, "Helicopter Crew Information Sheets");
- ___ Personnel job descriptions have been reviewed and individuals assigned understand position requirements;
- ___ Form HBM-1, "Helibase Organizational Chart" has been updated, prepared, and posted on the Display Board or at the Helibase Operations Area; [REQUIRED]
- ___ Additional helibase or air operations personnel needs (for example, Deputy Helibase Manager, Helicopter Coordinator, etc.) have been relayed to ASGS/AOBD; orders submitted and tracked;
- ___ Helibase personnel days off (R&R) schedule established;
- ___ Pilot and aircraft data cards have been checked and are current for intended mission(s);
- ___ Form HCM-14, Pilot Flight Time/Duty Day Cumulative Log, Form HCM-15, Driver (Helicopter Attendant) Driving Time/Duty Day Cumulative Log, and Form HCM-16, Mechanic Duty Day Log, are being regularly updated by managers; [REQUIRED]
- ___ Helicopter days off or relief pilot schedule known (Form HBM-3, Helibase Aircraft Information Summary);
- ___ Camps are appropriately staffed with personnel;

IV. COMMUNICATIONS.

- ___ Communications Plan (ICS-205) has been received, posted on the Display Board, and updated as necessary. Frequency changes known to all personnel and have been included in the ICS-220 and on Form HBM-1 Helibase Organization Chart;
- ___ All pilots and appropriate helibase/helispot personnel have current copies of the Communications Plan;
- ___ Flight following and TOLC procedures known and discussed; Form HBM-8, Helibase Flight Following Log, established; [REQUIRED]
- ___ Communications within helibase, to ICP, and helispots adequate;

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IV. COMMUNICATIONS (Cont.)

- ___ Adequate number of radios (VHF-AM and VHF-FM) available to all appropriate helibase and helispot positions and to meet needs;
- ___ All radios, including aircraft radios, tested prior to commencement of operations;
- ___ Spare batteries available;
- ___ Frequencies are not overloaded; if so, frequency discipline has been discussed with helibase personnel and pilots; if problem persists, discuss with ASGS/AOBD or Project Aviation Manager;

V. GENERAL PLANNING, INFORMATION, AND
ORGANIZATION NEEDS

The following forms have been completed on time by Helicopter Managers and information has been posted and/or utilized:

- ___ [REQUIRED] Managers have completed Form HCM-1, Aircraft Contract Daily Diary, for both contract and CWN helicopters. Contracting problems are being resolved or referred to higher level. Flight payment documents are being completed on time and correctly (agency incident numbers, OAS Billee Codes, etc. are known) Reference Appendix D of IHOG);
- ___ [REQUIRED] Form HCM-2, Aircraft and Fuel Truck Condition and Pre-Use Checklist has been completed for all CWN aircraft;
- ___ [REQUIRED] Form HCM-4, Helicopter Power Check Turbine Engine, and Form HCM-5, Turbine Engine Power Trend Analysis, completed at least every 10 hours of flight;
- ___ [OPTIONAL] Form HCM-6, Helicopter Information Sheet, completed and submitted to Helibase Manager upon aircraft's arrival; copy relayed to Resource Unit Leader; information transferred to HBM-3 Aircraft Information Summary [OPTIONAL], with copy to ASGS and AOBD;
- ___ [OPTIONAL] Form HCM-7 Helicopter Crew Information Sheet, completed and submitted to Helibase Manager upon crew's arrival; copy relayed to Resource Unit Leader;
- ___ [REQUIRED] Form HCM-8 Helicopter Load Calculation, posted daily for each aircraft for varying temperatures and elevations, or Form HCM-11, Single Helicopter Load Capability Planning Summary-Multiple Helispots And Fuel Loads has been completed and posted by managers;

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V. GENERAL PLANNING, INFORMATION, AND
ORGANIZATION NEEDS (Cont.)

The following forms have been completed on time by Helicopter Managers and information has been posted and/or utilized: (Cont.)

- ___ [OPTIONAL] Load calculation or HCM-11 information transferred timely to Load Capability Planning Summaries (Form HBM-4 and/or HBM-5);
- ___ [REQUIRED] Manifesting personnel are aware of the proper use of Form HCM-9 Helicopter Passenger/Cargo Manifest or Form HCM-10, Handcrew Passenger/Cargo Helicopter Manifest;
- ___ [REQUIRED] Pilot, Driver, and Mechanic flight, driving, and duty day logs (HCM-14, HCM-15, and HCM-16) are being updated on time by Helicopter Managers
- ___ [REQUIRED] Helicopter Managers are aware of the requirement to submit Form HCM-17, Helicopter Daily Use and Cost Summary, immediately after the end of the day's operations.

The following forms have been received and/or will be completed on time by the Helibase Manager (or his/her designee) and information has been posted and/or utilized:

- ___ [REQUIRED] ICS-220 Air Operations Summary has been discussed. Initial missions have been transferred to Form HBM-8 Helibase Mission Request Log [REQUIRED];
- ___ [REQUIRED] Form HBM-1, Helibase Organizational Chart, has been updated and all personnel are aware of their assignments; form posted on the Display Board;
- ___ [REQUIRED] Helibase Facilities, Hazard, And Flight Route Map has been updated and all personnel, including pilots, are aware of information; posted on the Display Board and updated daily.
- ___ [REQUIRED] Form HBM-2, Helispot Information Summary, has been updated and all pilots have been briefed;
- ___ [OPTIONAL] Form HBM-3, Helibase Aircraft Information Summary, has been completed and updated off Forms HCM-6, Helicopter Information Sheet, submitted by Helicopter Managers; posted on Display Board; copies to ASGS/AOBD as requested;

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V. GENERAL PLANNING, INFORMATION, AND
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The following forms have been received and/or will be completed on time by the Helibase Manager (or his/her designee) and information has been posted and/or utilized: (Cont.)

- ___ [OPTIONAL] Load Capability Planning Summaries (Forms HBM-4 and HBM-5) have been updated from current load calculations. Posted on Display Board;
- ___ [OPTIONAL] Form HBM-6, Helicopter Resource Planning Capability Chart, has been completed and is up-to-date, given current aircraft and established helispots; updated copy to AOB by 1000;
- ___ [OPTIONAL] Helicopter Managers are keeping Form HBM-6, Helibase Flight Time Tracking Record, updated as day progresses; posted on the Display Board;
- ___ [REQUIRED] Individual (eg, Radio Operator or Aircraft Timekeeper) has been assigned responsibility for completing Form HBM-8, Helibase Mission Request Log, and is aware of process to establish priorities in the event of mission conflicts;
- ___ [REQUIRED] Individual (Radio Operator) has been assigned responsibility for completing HBM-9, Helibase Flight Following Log, and is aware of its use;
- ___ [REQUIRED] Individual (Aircraft Timekeeper) has been assigned responsibility for completing Form HBM-10, Helibase Daily Use and Cost Summary, and submitting to ASGS/AOBD; past days' copies in Helibase File;
- ___ [REQUIRED] Form HBM-11, Helibase Emergency Rescue Plan, has been completed and updated as necessary; posted on Display Board; copy to Medical Unit Leader;
- ___ [REQUIRED] Individual with mission request responsibility is aware of the proper use of Form HBM-12, Helicopter Ambulance Request;
- ___ [OPTIONAL] Helibase Manager and appropriate Helicopter Manager have completed Form HBM-13, Helicopter Demobilization Information Sheet, for helicopters being demobilized; information has been or will be relayed on time to Demobilization Unit Leader;
- ___ [REQUIRED] If applicable, Helitorch Operations or Plastic Sphere Dispenser Checklists has been completed;
- ___ [REQUIRED] ICS-211 Incident Check-In Log being maintained, with updated information sent to Plans Section on time;
- ___ [REQUIRED] ICS-214 Unit Log completed for the day.

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V. GENERAL PLANNING, INFORMATION, AND
ORGANIZATION NEEDS (Cont.)

- ___ A Display Board has been erected containing the forms and information specified in Chapter 15 of the Interagency Helicopter Operations Guide;
- ___ All appropriate personnel have been furnished a complete copy of the Project or Incident Action Plan; all pilots and helispot managers have been furnished with an Air Operations Summary, Incident Map, and Radio Communications Plan;
- ___ A Helibase File has been established containing previous days' Unit Log; Copies of load calculation/manifest forms; Form HBM-1, Helibase Organizational Chart; Form HBM-8, Helibase Mission Request Log; Form HBM-9, Helibase Flight Following Log; Form HBM-10, Helibase Daily Use and Cost Summary; Daily Helicopter Operations Briefing/Debriefing Checklist (previous 7-day period's), and any other applicable information.
- ___ Weather forecast received; requests for updates if major change is forecasted submitted to Fire Behavior Officer.
- ___ Helibase evacuation plan established in the event of helibase being overrun by fire; adequate measures taken to prevent/control helibase ground fire.

VI. OPERATIONS.

- ___ Military Training Routes (MTR's) and Special-Use Airspace (SUA) areas (if applicable) are posted on the Flight Hazard Map. Route (MTR's) and SUA status is being checked daily (check with ASGS/AOBD);
- ___ A Temporary Flight Restriction (TFR), if needed, is in effect and is being checked daily by dispatch (check with ASGS/AOBD); dimensions have been modified appropriately as incident area expands or contracts;
- ___ Adequate separation between different operations (cargo, passenger, helitorch, fueling, etc.) is being maintained;
- ___ Passenger and cargo weighing areas with scales have been established and passengers/cargo are being correctly weighed;
- ___ Hazardous materials are being transported correctly; check packaging/loading;
- ___ Parking Tenders are providing proper hand signals and are maintaining control and access to pads; proper wind direction is being provided;

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VI. OPERATIONS (Cont.)

- ___ Parking Tenders, Loadmasters, and Helispot Managers briefed on crash-rescue and fire suppression duties and responsibilities;
- ___ Parking area for fuel trucks marked and posted. Travel routes for fuel trucks identified and marked on Helibase Facilities map; fire extinguishers have been provided to fueling site(s);
- ___ Adequate number and correct type of extinguishers available at each helibase pad (including fueling) and at each helispot;
- ___ Fueling site(s), truck movement on helibase, and procedures discussed with drivers and pilots; new drivers and pilots briefed;
- ___ Adequate fuel supply available, or arrangements made to obtain;
- ___ Security provided for fuel trucks and helicopters; area marked and cordoned off;
- ___ Dust abatement provided for Helibase and Helispots as appropriate.; application of chemical abatement is being monitored (environmental, amounts, etc.);
- ___ Foreign object damage (FOD) control measures taken;
- ___ Cargo area neat and organized; light objects tied down and/or secured;
- ___ Crew sleeping and eating areas clean and maintained; objects (tents, sleeping bags, etc.) secured.
- ___ Deck has perimeter fencing to prevent walk-through traffic.
- ___ Helibase has perimeter fencing, signing, etc. to prevent drive-through traffic; measures continue to be effective;
- ___ Helibase entrance has gate control to control vehicles/foot traffic; warning signs posted at appropriate places; measures continue to be effective;
- ___ Night security of aircraft and equipment provided;

VII. DEMOBILIZATION.

- ___ Form HBM-11, Helicopter Demobilization Information Sheet, has been completed for aircraft and modules being demobilized; a copy has been relayed to Plans;
- ___ Both modules and individual personnel being demobilized have been sent, or are scheduled to go through the demobilization process;

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VI. DEMOBILIZATION (Cont.)

- ___ Review Aircraft Use Reports of CWN aircraft for accuracy and completeness; the correct agency form (OAS-23, FS 6500-122, or state) is being completed; (refer to Appendix D of IHOG);
- ___ Complete, or ensure completion of ICS-224 Performance Rating for subordinate personnel;

VIII. REHABILITATION (reference IHOG, Chapters 8 and 15, for further information).

- ___ Coordination with Plans, Finance and the local Resource Advisor has occurred concerning any rehabilitation requirements for the helibase;
- ___ Coordination with Plans, Finance, and the local Resource Advisor has occurred concerning any rehabilitation requirements for helispots.